

3 EMPLOYEE'S SAFETY AND HEALTH RESPONSIBILITIES

Employees must assume personal responsibility for safety and health in the workplace. Employees need to become involved by actively seeking out and eliminating hazards, and to hold themselves and others accountable for safety and health performance.

3.1 GENERAL

The items listed below are minimum guidelines, which define specific employee responsibilities.

1. Has responsibility to stop all unsafe acts or to not start a procedure which is unsafe.
2. Make safety and health a priority and take the necessary action to identify hazards and methods to control them. Report safety and health concerns to supervisor without fear of reprisal. *See Sections 5.2 and 9.7 for reporting hazardous conditions or unsafe practices.*
3. Comply with standards for safe machine operation and use designated safety devices. Safety switches cannot be bypassed and guards must be in place when operating equipment. Safety devices (guards, switches, shields, etc.) are crucial to the proper use of machinery and are not to be rendered inoperable.
4. Keep work areas clean and orderly at all times.
5. Promptly report to supervision all accidents, near misses, and injuries occurring on the job.
6. Cooperate and assist with investigation of accidents to identify root causes.
7. Actively participate in training on how to safely perform job tasks and integrate safe work practices into routine work activities.
8. Adhere to all safety and health rules, policies, and procedures. Failure to comply with safety and health rules may result in disciplinary action.
9. Wear appropriate personal protective equipment (PPE) when working in hazardous areas or when performing specific job tasks. If PPE is not available, obtain the necessary equipment from supervisor before performing the task.
10. Inspect all equipment prior to use and report any unsafe or defective equipment to supervision.
11. Submit safety and health or accident prevention suggestions to your immediate supervisor.

3.2 SAFETY AND HEALTH COMMITTEES

To best integrate safety and health into all aspects of DMB operations and provide opportunity for employee involvement, it is recommended that worksites establish site safety and health committees as defined in existing labor agreements.

In recognition of the fact that many employees are represented, management encourages and supports the participation of union representatives in safety and health activities. Unions have obligations to assure their members work in safe environments. In an effective safety and health system, unions can provide expertise and influence genuine, active employee participation.

In addition to Safety and Health Committees, employee input to all aspects of the safety program is encouraged. Safety activities will be conducted to seek input from employees directly impacted by the safety and health area under review. (*See Section 2.3.4*). If there are changes to conditions of employment which directly impact on collectively bargained rights, final notice to and discussions with the unions will be provided in accordance with the respective contract.